

Professional and Managerial Branch
Planning & Development Group
Planning Series

DEPUTY DIRECTOR - PLANNING

9/05 (AIS)

General Purpose

Under administrative direction, as department head, manage strategic functions and initiatives associated with City and regional comprehensive and current urban planning programs through subordinate division managers

Typical Duties

Plan, organize, implement, coordinate and assess department functions pertaining to long and short range land use development, growth and revitalization. Involves: Oversee economic and demographic research and preparation, and supervise forecasts and impact studies on school systems, health care services, public transportation and parking, streets and traffic, water and energy utilities, housing, environmental protection, cultural and recreation resources, park and open spaces, correctional facilities, solid waste disposal, commercial redevelopment, industrial zoning, and employment. Devise and recommend arrangements of land and physical facilities, and governmental measures to control and guide their development and renewal. Evaluate land use and boundary adjustment proposals for compliance with zoning regulations, pollution mitigation measures, and other applicable laws, and resolve highly difficult disputes between planning staff and development applicants. Ensure maintenance of complete and accurate official City map library and geographic information databases, federal and state grant applications components relating to geography, maps, plats, and subdivision and site plans, zoning ordinance amendments and revisions, and licenses and permits. Provide expert professional staff support and technical advice to the City Manager, Mayor and City Council, the City Planning Commission, Metropolitan Planning Organization and various interdepartmental committees on policy issues related to urban and regional planning, and general development activities, including code enforcement and inter-governmental agreements to meet the City's needs. Consult and collaborate on adapting and integrating diverse public and private programs and projects with other government agencies, civic organizations, social scientists and the business community at local, state, regional, federal and international levels.

Direct department administration. Involves: Formulate, establish and enforce department policies, methods, goals and standards. Review progress, expedite workflow, and improve efficiency and effectiveness of services within delegated sphere of responsibility to achieve goals using available resources as budgeted. Conduct cost-benefit, statistical or other analyses, such as funding, labor, material and time estimates in order to provide new or changed services for other departments or entities and the general public, and recommend programs or projects. Review unit funding requests and suggestions for program improvements and staffing changes to prepare consolidated annual budget, and set and measure organization performance. Participate in capital improvement planning by recommending new and modified facilities and equipment. Monitor expenditures of budgeted funds by recording and analyzing purchase, repair, personal services and other costs to minimize expenditures for which accountable in accordance with established City financial policies and procedures. Oversee operation and upkeep of computerized planning management and geographic information systems. Obtain and maintain internal payroll and related employee records, requisition and purchase order documents, and other required records. Prepare specifications, participate in negotiations and monitor execution of contracts for planning, consulting and other services, and equipment and supplies in accordance with City procurement policies and procedures.

Supervise assigned supervisory and nonsupervisory professional, managerial, and general services personnel. Involves: Assign duties, issue written and oral instructions and check work for exactness, neatness, and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Evaluate performance and review ratings by subordinates. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance and safe working practices. Maintain supervisor-subordinate harmony and resolve grievances. Interview applicants, hire, terminate, counsel and discipline subordinates. Change personnel status, organization structure and job designs.

Perform related incidental executive duties contributing to realization of City goals as delegated. Includes: Personally carry out key professional and managerial functions usually delegated to others as qualified to maintain continuity of essential department services when necessary. Provide designated support for miscellaneous projects or other temporary activities as instructed. Serve on ad hoc or regular committees, or lead or participate in meetings to represent the City or the department. Conduct special and recurring studies, and prepare and present related reports and recommendations containing technical data and cost estimates affecting department activities for review by City officials and other executives. Engage in activities associated with training and orientation of less knowledgeable coworkers upon request, and in designated professional development assignments under general

direction. Remain aware of occupationally related technological and conceptual developments. Oversee maintenance of department activity or status records.

Knowledge, Abilities and Skills

- Comprehensive knowledge of methods and principles of urban and regional planning and development.
- Comprehensive knowledge of supervisory techniques and administrative practices.
- Considerable knowledge of zoning laws and comprehensive plans including their formation, adoption and enforcement processes.
- Good knowledge of geographic information systems applications.
- Ability to read, comprehend and analyze standard scientific and technical journals, financial reports, legal documents and an extensive variety of technical instructions in mathematical or diagram form in order to deal with diverse abstract and concrete urban and regional planning variables.
- Ability to define complex community social, economic and physical facilities problems, collect data, establish facts, and draw valid conclusions regarding effects of physical developments of zoning and land use.
- Ability to apply mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry, and fractions, percentages, ratios and proportions to practical situations.
- Ability to establish and maintain effective working relationships with politically diverse government officials, regulatory agencies, civic groups, the business community, the general public and subordinates to develop common objectives within limitations of available funding.
- Ability to provide leadership and impartially exercise authority as an appointing officer.
- Ability to communicate clearly and concisely, orally and in writing, to respond to general inquiries or complaints, prepare complex reports, public speeches and position papers in accepted styles and formats, and present information to top management, public groups, boards and other audiences that may not be generally familiar with the topics.
- Skill in safe operation and care of personal computer or network workstation, generic business productivity, geographic information and specialized urban planning software, and common office equipment, tools and instruments.

Other Job Characteristics

- Occasional driving through city traffic.
- Residency requirements within the City of El Paso city limits required by date of employment.
- Work extended hours, weekends and holidays.

Minimum Qualifications

Education and Experience: Equivalent to an accredited Master's degree in Urban or Regional Planning, Public or Business Administration, Civil Engineering, Landscape Architecture, or related field, plus eight (8) years of increasingly responsible professional urban planning and related program administration experience, including two (2) years in a second level or higher supervisory capacity.

Human Resources Director

Department Head